



Learning Management System Site Survey

Office of the Project Manager, Distributed Learning System

Experience a Training Revolution!



Agenda

- ➔ **Purpose of Site Survey Visit**
- ➔ **LMS Overview**
- ➔ **Current Status**
- ➔ **Roles and Role Appointments**
- ➔ **Data Population**
- ➔ **MOA**
- ➔ **Leave Behinds**



Site Survey Purpose

- ➔ **Preparation for Training/Fielding**
- ➔ **LMS Roles & Role Appointment Brief**
- ➔ **LMS Structure for Gaining Organizations**
- ➔ **Collection Opportunity for Courseware, Other Data**
- ➔ **Memorandum of Agreement (MOA) Discussion**



TRADOC Memo, 30 AUG 04

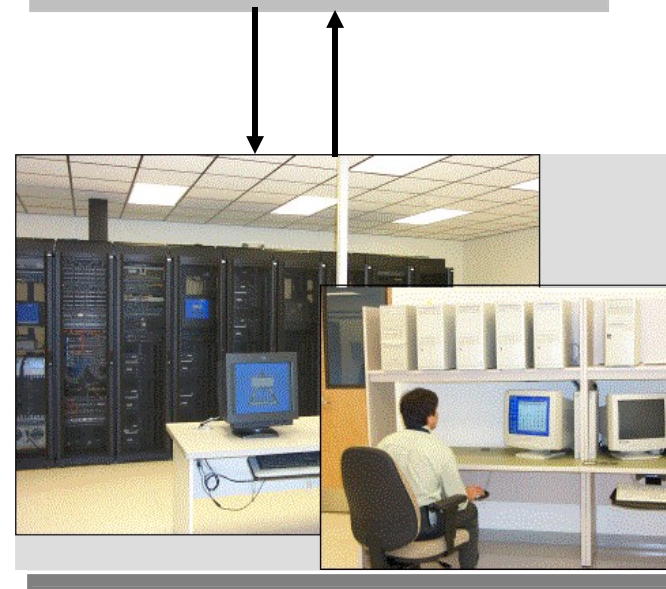
"The **Army LMS** will be the Army's automated system for individual training management and **will replace the ILMS**, and ultimately **all other** TRADOC school/center hosted LMSs."

"Schools are **required to use the Army LMS** when it is **deemed operational** by TRADOC DCSOPS&T at their location."



Learning Management System (LMS)

- ➔ **LMS is located at the Enterprise Management Center at Fort Eustis, VA.**
- ➔ **Major components include:**
 - Specialized servers & storage devices.
 - Training management application software.
 - Saba Learning v3.4, Vitria v.2, CISCO content delivery.
 - Sun SPARC OS, Oracle Database 8.1.7.
 - All products are COTS.
- ➔ **Major functions include:**
 - Centralized training management functions for the Army.
 - One-stop course catalog, reservation, registration.
 - Delivery and local storage of training content.





LMS Support of Resident Training

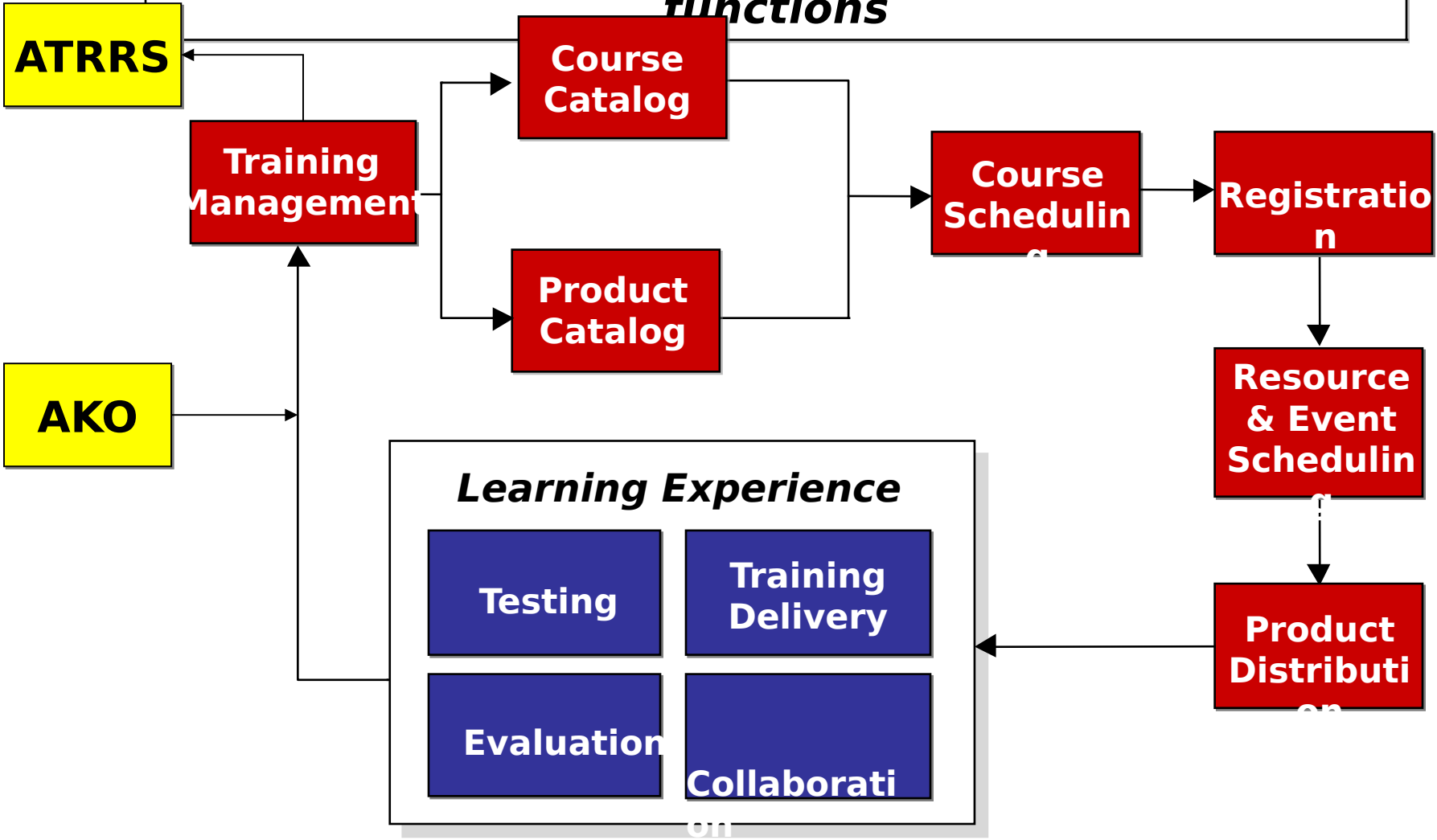
➔ Army LMS Provides:

- Student identification and authorization via **AKO** interface.
- Training **Resource Management** for Facilities, Equipment, and Supplies.
- By-hour, by-seat **Scheduling**.
- Automated attendance and grading; automatic Lesson-level progress and completion **Reporting**.
- Personal training **Record keeping** from registration to transcripts.
- Full suite of training access and **Security** tools.
- Posting of official training records to **ATRRS** via interface.
- Soldier and civilian MOS/Career Field **Progress Monitoring** to the Skill (Task) level.
- Lesson-level synchronous and asynchronous **Collaboration** among students, faculty, and SMEs.
- Test and critique **Analysis** at the question level.



LMS Major Functions

LMS represents 11 major training management functions





Scope of LMS Fielding & Training Effort

➔ **Gaining Organizations:**

- AG, Finance, Chaplain, NCO Academy...
- Other Training Institutions.
- Other Tenant Organizations (?).

➔ **Training Effort:**

- LMS is Web-based.
- Fielding = Training/Data Population.

➔ **Target Personnel:**

- Training Cadre- Faculty and Staff (Training).
- Training Resource Managers (Training).
- Management and Supervisors (Training support).

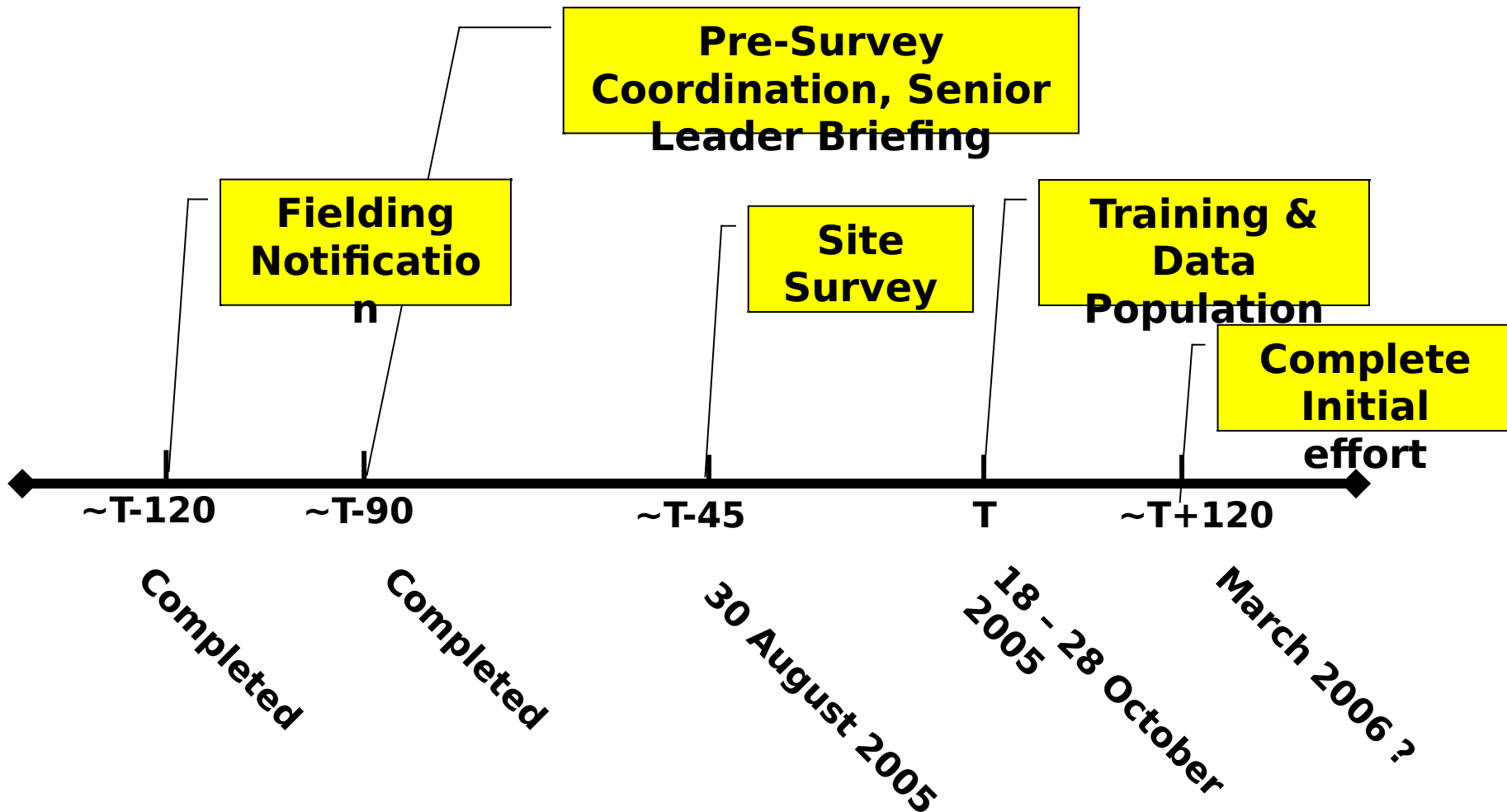


ALMS Current Fielding Strategy

- ➔ **Year 1 (FY 05): TRADOC Proponents**
 - FY 06 and beyond: Rest of the Army
- ➔ **ALMS management of Instructor-led (“resident”) Training optional this year**
- ➔ **TPIO First Goal: All Courseware accessible thru ALMS**
 - ATRRS & non-ATRRS
 - DL XXI/SCORM & “Legacy”
- ➔ **DLS will test, enter into ALMS CW Repository**
- ➔ **CoM will link CW content to CAD in Training Week 2**



Fort Jackson Fielding Timeline



14 June

*Experience a Training
Revolution!*

Fort Huachuca



Plan of Action

Site Survey

➔ **One Day: 30 August 2005**

➔ **Participants:**

- Representatives - Fielding Project Leader, PMO DLS staff, TPIO TRADOC
- Site Management & Supervisors (e.g. Course Managers, Class Managers, Facility Managers, etc.).
- Selected Data Owners (Role Based Users).

➔ **Events:**

- Role Appointment Briefing.
- Organizational Discussions (concerning existing DB framework).
- Automated Data Collection.
- Fielding MOA (Consensus) & Signing.



**LMS roles provide the
human interface with the LMS**

**Role Based Users (RBU)
are the Data Owners
needed for system functionality**



Purpose of LMS Roles

- ➔ **Natural breakdown of large workload accomplished by numerous personnel**
- ➔ **Provides a scope for each individual's duties**
- ➔ **Provides security through enabling or restricting certain system functions**
- ➔ **Allows for task specialization**
- ➔ **Creates an auditable “paper trail” of actions and authority delegation**



Characteristics of Roles

- ➔ **Appointment chain begins w/ TRADOC TPIO**
- ➔ **Chain generally follows command chains**
- ➔ **Appointment process is message based**
- ➔ **Appointments should be made prior to beginning of fielding/training or new Role Based User access**
- ➔ **Appointment requests are functional**
- ➔ **Actual appointment is technical; a Sys Admin function**



LMS Roles

➤ Faculty Roles

- Instructor
- Assistant Instructor
- Subject Matter Expert
- Facilitator

➤ Scheduler

➤ Class Manager

➤ Course Manager

➤ Learner

➤ Resource Roles

- Classroom Manager
- Facility Manager
- DTF Manager
- Product Distributor

➤ Unit Roles

- Learning Approver
- Unit Training Manager



LMS Roles & Associated Functions

Course Manager

- a. Represents the Proponent as Source of official information**
- b. Constructs, edits, and manages Course data, including:**
 - (i) CAD information**
 - (ii) Course structure**
 - (iii) Lesson-level information (required Resources, attached Skills acquired)**
- c. Constructs, imports from external sources, and manages content, including:**
 - (i) Building and controlling Tests**
 - (ii) Building and controlling Critiques**
 - (iii) Managing imported electronic content**
 - (iv) Maintaining designated portion of the Content Repository**



LMS Roles & Associated Functions

Course Manager

- d. Constructs, manages Individual Training Plans (ITP) for Proponent**
 - (i) Skills (Task, Condition, Standard)**
 - (ii) Internal Roles (critical Skills for each MOS/.Skill Level)**
 - (iii) Linkage of Courses to internal roles**
 - (iv) MOS/Career Fields (constructed from internal roles)**
 - (v) Course Progressions (linked to MOS/Career Field)**
- e. Creates Expendable Resource Records as Products**
- f. Requests of ATHD new data types required for Courses/Lesson templates**



LMS Roles & Associated Functions

Course Manager

- g. Qualifies Instructors for Designated Lessons**
- h. Designates other CoMs, CMs, and Instructors (LMS Roles)**
- i. Functions as iteration manager (CM) for Web-based training Courses or Products**
- j. Performs analysis of Test and Critique data**
- k. Performs as needed all CM/Sched and Faculty functions for Instructor-led training**



LMS Roles & Associated Functions

Class Manager & Scheduler

- a. Constructs, edits, and manages Course iteration data, including:**
 - (i) CAD information**
 - (ii) Lesson-level information (required Resources, attachments, Skills acquired)**
- b. Performs detailed Lesson scheduling including:**
 - (i) Scheduling rooms/training areas by date, by hour**
 - (ii) By name Instructor-to-Lesson selection**
 - (iii) Scheduling *ad hoc* events**
 - (iv) Scheduling Resources required by Lesson template**



LMS Roles & Associated Functions

Class Manager

- c. Responsible for class roster organization (Groups, Sub-Groups, and Sections)**
- d. Performs Wait List management**
- e. Determines if required Resources are stocked locally**
- f. Performs analysis of Test and Critique data**
- g. Performs as needed all Faculty functions for Instructor-led training**

Scheduler only performs e.



LMS Roles & Associated Functions

Instructor

- a. Accesses, as needed, instructional materials associated with/attached to Lesson**
- b. Takes Lesson-Level attendance**
- c. Records externally administered test grades against class rosters**
- d. Marks Lessons complete**
- e. Conducts, participates in Chat and Threaded Discussions**
- f. Aggregates Test and Critique data**



LMS Roles & Associated Functions

Resources (Facility and Equipment Managers):

- a. Construct, edit, and manage Facility and Equipment records in the LMS**
- b. Construct and maintain Building records**
- c. Manages Equipment, Facility availability**

Resources (Product Distributor):

- a. Manages and ships on registration physical training Products (CD, texts, etc).**
- b. Construct, edit, and manage Expendable Resource records in the LMS**
 - (i) Monitors stockage levels**
 - (ii) Updates quantities on hand upon receiving re-orders**



LMS Roles & Associated Functions

Unit Training Manager/Learning Approver:

- a. Registers by proxy assigned subordinates for training**
- b. Accesses subordinates' training records for purpose of identifying training deficiencies**
- c. Assigns unscheduled training tasks ("to do list") to subordinates**
- d. Grants subordinates' Skill proficiencies based upon external evaluation or observation**
- e. Approves subordinates' registration requests for designated Courses and Products (LA only)**

Commanders, Training Supervisor (not LMS Roles):

- a. Appoints LMS Role Based Users**
- b. Requests of ATHD new required data types as needed**



Primary Appointment Authorities

➔ TPIO authorizes:

- **MACOMS**
- **Communities/Installations**
- **School Commandants**
- **Proponent Commandants**

➔ **Primary action officer is G-3, DPTM, or equivalent**



Secondary Appointment Authorities

➔ **MACOM/ARNG G-3/S-3 or equiv. appoint:**

- **Course Manager (CoM)**
- **Facility Manager (FM)**

➔ **TASS BN S-3 appoints:**

- **Class Manager (CM)**
- **Classroom Manager (CrM)**
- **Facility Manager (FM)**
- **Learning Approver/Unit Training Manager (LA/UTM)**



Secondary Appointment Authorities

➔ **Installation/Community DPTM/G-3 appoints:**

- **Classroom Manager (CrM)**
- **Facility Manager (FM)**
- **Learning Approver/Unit Training Manager (LA/UTM)**
- **Product Distributors (PD)**

➔ **School Commandants or delegate:**

- **Class Manager (CM)**
- **Classroom Manager (CrM)**
- **Facility Manager (FM)**
- **Learning Approver/Unit Training Manager (LA/UTM)**
- **Product Distributors (PD)**



Secondary Appointment Authorities

Secondary Appointment Authorities

➔ **Proponent Commander or delegate appoints:**

- **Course Manager (CoM)**
- **Learning Approver/Unit Training Manager (LA/UTM)**

➔ **Unit Commander (BN or equiv.) appoints:**

- **Learning Approver/Unit Training Manager (LA/UTM)**



Role-Based User Designations

Course Managers may designate:

- ➔ **Other Course Managers (CoM)**
- ➔ **Faculty Roles**
- ➔ **Class Managers (CM)**
- ➔ **Schedulers (Sched)**
- ➔ **Learning Approver/Unit Training Manager (LA/UTM)**



Role-Based User Designations

➔ **Class Managers may designate:**

- **Faculty Roles**
- **Other Class Managers (CM)**
- **Schedulers (Sched)**
- **Learning Approver/Unit Training Manager (LA/UTM)**

➔ **Learning Approvers may designate:**

- **Unit Training Managers**

➔ **Unit Training Managers may designate:**

- **Other UTMs**



Role Appointment Process

- ➔ **WHO: Appointing/designating authority**
- ➔ **WHAT: Makes written request to LMS**
- ➔ **HOW: Via message to Army Training Help Desk (
<https://ask-atsc.atsc.army.mil>)**
- ➔ **WHEN: Prior to designee accessing LMS in requested role**



Role Appointment Example

Address https://ask-atssc.atssc.army.mil/Scripts/rightnow.cfg/php.exe/enduser/ask.php?p_sid=pt1Fblbh&p_lva=&p_sp=&p

Support Home **Find Answers** **Ask a Question** **My Profile**

Identification

* **Login Name:**

Your Question is...

Subject:

AKO User Name: Jan.Itor
Location: Fort Olympia, WA
Domain: Fort Olympia Common

John J. Osix, COL, Dir., Plans, Trng and Mob., Fort Olympia

Additional Information

* **Category:**

(needed to assign to the correct SME^{***}, if uncertain select other) Click on "i":

* Denotes a required field. ** Subject Matter Expert



Five Essential Message Elements

- ➔ **AKO User Name**
- ➔ **Location of RBU (esp. Faculty)**
- ➔ **Requested Role(s)**
- ➔ **Appointing Authority**
- ➔ **Security Domain (requesting organization)**



To Ensure Successful Appointments...

NOTE:

The individual appointed must have an existing account established in the LMS.

SysAdmin cannot add Roles to a Learner who is not in the system.

Establishing an account is as easy as LOGGING IN ONE TIME.



Preparation Activities for Site Survey

Data Collection (Prior to Training Initiation)

➔ Sources of Automated Training Data.

- Types of data:
 - Classrooms and other training facilities (eg. scheduling).
 - Equipment and expendable resources.
 - Soldier skills by MOS/ASI and grade.
- Location of data:
 - Electronic files or DB Extracts.
 - Legacy TRADOC or local training support systems.

➔ Survey team will send data to PMO for analysis.

➔ Designate individuals as Data Owners for all data.



Preparation Activities for Site Survey

Courseware Collection (Prior to Training Initiation)

- ➔ **TPIO Goal: All Army CW accessible through ALMS**
- ➔ **ATRRS/non-ATRRS, DL XXI/SCORM or “Legacy”**
- ➔ **DLS will test, enter into ALMS CW Repository**
- ➔ **CoM will link CW content to CAD in Training Week 2**

**We'll take anything
you have today!**



LMS Screen Data Field Formats

➡ Free Text Fields (records):

- **User's choice or wording**
- **TRADOC provides some naming conventions**
- **Taught during Training**
- **Easily undone or edited**

➡ Pick List Fields (tables):

- **Selection from a discrete list (table)**
- **Defined process (Help Desk) for making changes**
- **Items to be decided at Site Survey**

➡ Pop-up Fields (calendar for dates)

➡ ATRRS imports to all format types



Plan of Action (cont)

Training & Data Population

➔ **Two Weeks: 18 - 28 October 2005**

➔ **Participants:**

- **Representatives from DLS (PMO and Prime Contractor) and TRADOC (TPIO).**
- **Site Management & Supervisors.**
- **All Role Based Users (Training Data Owners).**
- **Army Training Help Desk Representative (ATSC).**

➔ **Events:**

- **Introduction & Orientation Briefs (1½ day).**
- **Role Based User Training (4 ½ days- “Week 1”).**
- **Organization Data Entry w/Fielding Team assistance (5 days- “Week 2”).**

➔ **Organizational Data Entry (duration approximately 10 weeks after departure of fielding team).**



Memorandum of Agreement

PM Distributed Learning System will...

➔ Provide personnel and materials

- to train designated users in LMS processes, procedures, and techniques used to support their applicable Army Training Tasks.
- for two weeks on-site.

➔ Provide continuous access to:

- On-line references and training materials.
- 24 X 7 Help Desk support for the LMS.



Memorandum of Agreement

Receiving Organization will...

- ➔ Provide site POC for coordination.**
- ➔ Provide Role Based Users to participate in LMS training and perform duties as data owner.**
- ➔ Provide logistics support to training team.**
- ➔ Provide facilities to support training and fielding.**
 - Auditorium (1/2 day- Day 1).**
 - Classroom(s) with individual networked PCs sufficient to support Role Based User access to LMS.**



ATRRS Cut-Over Management

➔ **ATRRS Cut-Over to its Production system**

- **Performed by SyS Admin personnel**
- **Accomplished prior to Training/Fielding**
- **Managed by Designated Course**

➔ **Course Iteration Cut-Overs**

- **Determined by Proponent, TPIO, and PM**
- **Courses and iterations should be established in LMS**
- **Affects progress and completion reporting**
- **In-Progress Courses completed manually (old system)**

➔ **Reduction in AIMS-PC, TREDs-R usage**



Army Training Help Desk (ATHD)

➔ TRADOC has tasked ATSC with providing customer assistance for Army Training (Help).

- Includes Help Desk and staffing at each Proponent (school).**
- Individual sites will determine and provide the staffing for their component of the ATHD.**
- Staffing requirements at proponent organizations are site specific.**
- Site specificity is based upon the size of the proponent organization, the availability of courses, and the anticipated customer base.**



ATHD Composition

➔ **The Army Training Help Desk (ATHD) is made up of three functional components:**

- **Distributed Learning System (DLS)**
- **Army Training Support Center (ATSC)**
- **Proponent (School)**

➔ **These organizations are accessed by the soldier or civilian through a single portal: ATSC's Help Desk at ASK-ATSC.**

- **1-800-ASK-ATSC**
- **<https://ask-atsc.atsc.army.mil>**



Component Organization Responsibilities

ATSC	DLS	Proponent
ATIS related Training Development Training Resources Collective Training Legacy Systems Army & TASS TRADOC Policy CRXXI Regulations & Publications DL Contracts	DTFrelated Facilities Network VTT LMSrelated Access Functions Sys/Admin	Courseware Content Usability Proponent Doctrine Resident Issues eMentorHelp Subject Research



Leave Behind Materials

- ➔ **This Presentation**
- ➔ **Material Fielding Plan**
- ➔ **Data Population Plan**
- ➔ **Courseware Listing Template**
- ➔ **List of LMS Roles and their Descriptions**
- ➔ **Guide to Data Collection**
- ➔ **LMS Training Standard Operating Procedures (SOP)**
- ➔ **Draft MOA**
- ➔ **Proposed Schedule**



Points of Contacts

➔ PMO DLS:

- Fielding/Training: MAJ Boston, COMM: 757-369-2904/ 757-753-8193; E-mail: Antonio.Boston@us.army.mil
- Data & Site Survey: Steve Eldred, COMM: 757-369-2891; Email: steve.eldred@us.army.mil
- Courseware: **Valerie Williams**, COMM: **757- 878-1517**, Ext. **281**, Email: valerie.l.williams@us.army.mil

➔ TPIO TRADOC:

- Paul McCarthy, COMM: 757-788-5536; E-mail: mccarthyp@monroe.army.mil

➔ Help Desk:

- ATSC: Greg Bailey (1-800-ASK-ATSC); E-mail: gregory.bailey@atsc.army.mil



Questions?

14 June

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